

U.S Embassy
Development of Distance Education Training Materials for Running Radio Stations
Request for Proposals
July 2013

Background

The U.S. Embassy in Kathmandu regularly works with non-governmental organizations to provide media training opportunities to Nepali journalists, members of civil society, and other media professionals. Past training opportunities have varied from basic writing skills to advanced reporting techniques. The Embassy is currently seeking to develop training materials to enhance radio journalism.

Program Description and Requirements

The U.S. Embassy will fund a project to develop educational materials to train staff in the operation of radio stations (FM & Community) in Nepal. This project would develop several modules that will be delivered in a distance education format. These modules will utilize print, audio, and video resources and should be usable on their own – they should not require an Internet connection.

The content of these modules should include but is not limited to:

- Requirements and equipment needed for running a radio station
- Management of a radio station, including community participation
- Using recorders, microphones, and editing programs
- Storytelling techniques in radio
- Interview techniques and field reporting for radio
- Program Formats
- Addressing the needs of the community

Successful proposals will include the following elements:

- Overall organization of modules and plan for development
- An outline of the content for each of the modules
- Breakdown of content using different formats – print, audio, video
- A plan for testing the materials and distributing the modules
- Proposed budget breakdown

Funding

The U.S. Embassy will provide funding not to exceed \$25,000 USD for the development of these materials.

Application Procedure and Deadline

For proposals to be considered, they must include the following information on the organization's letterhead:

- Organization contact information
- DUNS number (see "Eligibility" section for further details)
- Background of organization and leaders
- Project narrative
- Budget

Proposals should be submitted via email no later 1700 on July 31, 2013 to KathmanduMedia@state.gov with the subject line "Development of Distance Education Training Materials for Radio."

Selection Process

The U.S. Embassy will review all proposals submitted by the deadline. If additional information is required, the U.S. Embassy may contact organizations after the deadline. The U.S. Embassy will inform the selected organization no later than August 16.

Eligibility

Any non-governmental organization may submit a proposal. Cost-sharing or matching is encouraged but not required.

In order to receive funding from the U.S. Embassy, an organization must have a Data Universal Numbering System (DUNS) number. Detailed instruction on how to obtain a DUNS number at no cost is available at <http://fedgov.dnb.com/webform>.

Reporting Requirements

The selected organization will be expected to provide status updates as requested and will be required to submit a final report at the conclusion of the project. Additionally, the organization must submit all financial records to the U.S. Embassy at the close out of the project.